

**AGENDA FOR THE COUNCIL MEETING OF  
THE CORPORATION OF THE TOWNSHIP OF RED ROCK  
FOR THE 910<sup>th</sup> REGULAR MEETING OF SEPTEMBER 8<sup>th</sup>, 2020 AT 7:00PM**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. Additions to Agenda	
2. Disclosure of Interest	
3. Presentation	
a) SAGE Analytics – Survey Engagement Update & Extension	RES
4. Minutes of Previous Council Meeting	
a) Monday, August 17, 2020	RES
5. By-Laws	
a) By-Law 2020-1219 – to set Facilities Rental Rates & Specified Fees and Charges for Services	RES (2)
6. Correspondence	
a) TBDSSAB – 2019 Annual Report	
b) Ministry of Natural Resources – Draft Forest Management Plan Review	
7. Reports of Municipal Officers	
a) Chief Administrative Officer Monthly Report Vouchers	RES
b) Community Development Officer Monthly Report	RES (4)
8. Reports of Committees	
9. Unfinished Business	
10. New Business	
a) Anti-Harassment Policy	RES
b) Arena Ice Discussion	
11. In-Camera	RES
a) Contract Negotiations/Labour Relations	
b) Investor and Silent Partnership	
12. Out of In-Camera	RES
13. Report from In-Camera	
14. Adjournment	RES



September 2, 2020

**Albert Headrick, CAO**

Township of Red Rock  
 42 Salls Street, P.O. Box 442  
 Red Rock, ON, P0T 2P0

**Re: SAGE Presentation to Council – Project Update – September 8, 2020**

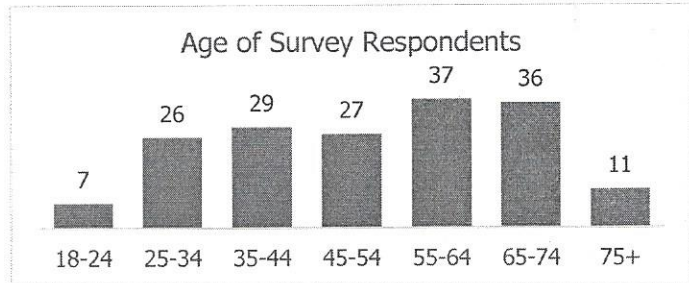
Dear Mr. Headrick,

Phase 2 of the Red Rock Organizational Review included a public consultation survey. This was conducted in August 2020. There was a strong response to the survey, and we are pleased to provide some **survey highlights** and early observations at this time.

\*Please note that our SAGE team analysis of the survey results is still underway.

**1. Survey response**

180 surveys were received;  
 ~20% of the population (895);  
 Both online and hard copy options; Promoted and advertised throughout the community.



**2. Service Satisfaction**

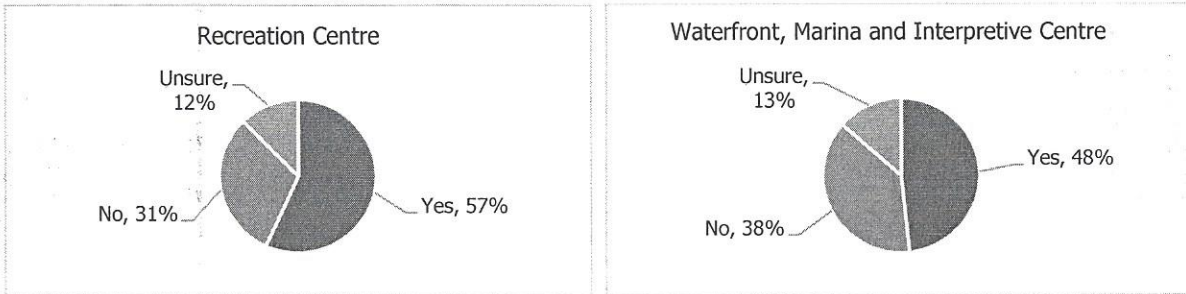
This table shows the percentage of responses giving **above average** and **excellent** ratings per department:

Department	%
Administration	30%
Public Works, Transportation Services	56%
Water Services	50%
Wastewater Services	47%
Garbage Collection and Disposal	78%
Fire and Emergency Services	54%
Land Use Planning	9%
Economic Development	7%
Recreation Centre	20%
Waterfront, Marina, and Interpretive Centre	42%
Cultural Services, Library	50%



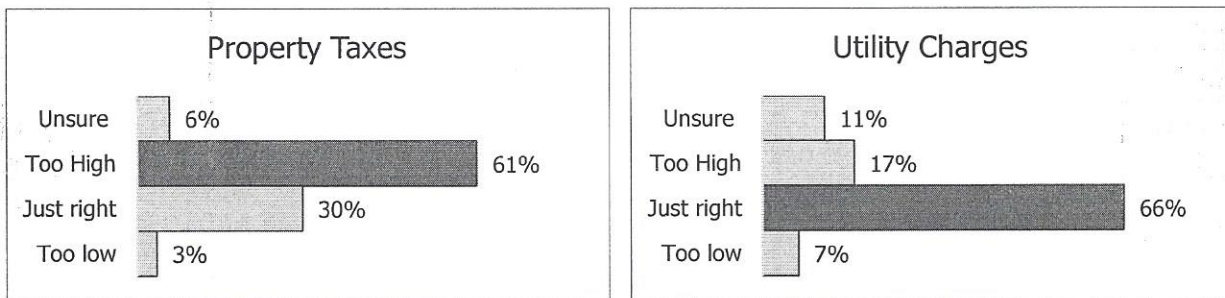
### 3. Subsidization of Facilities

The following charts show the level of support for continued subsidization of facility operating costs.



### 4. Property Taxes and Utility Charges

The following charts show the opinions of levels of taxation and charges:



### 5. Financial Strategies

The following themes were suggested to strengthen community sustainability:

- Support small business development.
- Explore partnerships and collaboration with neighbouring municipalities/townships for the delivery of municipal services.
- Explore ways to increase tourism activity and income.
- Promote Red Rock as a safe community for families, a retirement destination, a place close enough to commute from Thunder Bay, a tourism destination.

Our SAGE team is pleased to share these early observations from the survey. Please feel free to contact us if you have any questions or if we can be of further assistance.

Sincerely,

*Shari-Anne Doolaege*

Shari-Anne Doolaege, MPA, Q.Med, Q.Arb, CLGM  
President, SAGE Analytics Inc.





**Contract for Services**  
**\*\*\* ADDENDUM \*\*\***

**August 27, 2020**

**Albert Headrick, CAO**

Township of Red Rock  
42 Salls Street, P.O. Box 442  
Red Rock, ON, P0T 2P0

Email: [cao@shawbiz.ca](mailto:cao@shawbiz.ca) | Bus: (807) 886-2245 | Cell: (807) 356-0640

The contract for services dated December 16, 2019 is amended to extend the project timeframe as follows due to Covid-19:

- 1. Project: Organizational Review**
- 3. Timeframe: December 2019 – October 31, 2020.**

**Signed:**

**For SAGE Analytics Inc.:**

Shari-Anne Doolaeye, MPA

President, Sage Analytics Inc.

Date: August 27, 2020

**For the Township of Red Rock, ON:**

Name: ALBERT HEADRICK

Title: CAO

Date: August 28, 2020



**THE CORPORATION OF THE TOWNSHIP OF RED ROCK**

**909<sup>th</sup> REGULAR MEETING OF COUNCIL**

**AUGUST 17<sup>th</sup>, 2020**

Electronically Present:	Mayor	G. Nelson
	Councillors:	D. Robinson
		S. Park
		C. Todesco
		G. Muir
	Chief Administrative Officer:	A. Headrick
	Co-Public Works Superintendents:	B. Westerman
	Community Development Officer:	A. Davis
	Regrets:	G. Sarrasin

Mayor Nelson called the meeting to order at 7:00 p.m.

**ADDITIONS TO THE AGENDA**

Councillor Todesco mentioned moving the Citizens of Patrol discussion from Unfinished Business to after the Staff Sergeant has reviewed his report with Council so he could comment on the discussion. Councillor Todesco also brought up a discussion regarding the current survey by SAGE Analytics be added to the Agenda under New Business. Council approved of the addition, reminding everyone that submission for Additions to the Agenda is done prior to the meeting.

**DISCLOSURES OF INTEREST**

CAO Headrick declared a conflict of interest for the In-Camera portion of the meeting regarding labour relations and left the In-Camera session while the subject was discussed.

**PRESENTATION**

Staff Sergeant Carl Pettigrew presented the 2<sup>nd</sup> Quarter Report to Council. The Staff Sergeant briefed Council on the calls for service during the reporting period and personnel numbers. Councillor Todesco asked if there was any overlap in Animal Control or Bylaw Enforcement for the community. The Staff Sergeant addressed that the detachment does not respond to Bylaw Enforcement issues within the Municipality.

Council discussed the Citizens of Patrol idea with the Staff Sergeant, mentioning that there used to be a Community Group lead Neighbourhood Watch in previous years. Staff Sergeant Pettigrew stated that a Community Group lead Neighbourhood Watch was common and could be put together by volunteers throughout the community. Council thanked the Staff Sergeant for his report.

**MINUTES OF PREVIOUS COUNCIL MEETING**

The minutes of the July 20, 2020 regular meeting of Council were approved as presented.

**BY-LAWS**

None

**RESOLUTIONS**

Res. #1: Moved by G. Muir, seconded by C. Todesco  
Be it resolved that the minutes of the Monday, July 20, 2020 regular meeting of Council be approved as presented.

Carried

Res. #2: Moved by D. Robinson, seconded by S. Park  
Be it resolved that the following payments be approved:

PAYMENT DATE	CHEQUE NOS.	AMOUNT
07/23 – 08/13	2619 – 2705	\$ 154,700.00
		\$ 154,700.00
MANUAL 07/06 – 07/31	M5956 – M5966	\$ 47,432.25
		\$ 47,432.25
COMMUNITY CHQ. 07/21	28	\$ 10,613.58
		\$ 10,613.58
PAYROLL 07/30	11498 – 11520	\$ 27,172.92
08/13	11521 – 11551	\$ 30,378.58
		\$ 57,551.50
<b>TOTAL PAYMENTS</b>		<b><u>\$ 270,297.33</u></b>

Carried

Res. #3: Moved by G. Muir, seconded by C. Todesco  
Be it resolved that Council approves the advertisement of a Director of Operations position for the Township of Red Rock.

Carried

Res. #4: Moved by D. Robinson, seconded by S. Park  
Be it resolved that Council approves the advertisement of a Director of Corporate Services position for the Township of Red Rock.

Carried

Res. #5: Moved by G. Muir, seconded by C. Todesco  
Be it resolved that Council appoints Melissa McDonald, Melissa Harvey, Darquise Robinson and Sara Park to the Environmental Committee.

Carried

Res. #6: Moved by S. Park, seconded by D. Robinson  
Be it resolved that Council move In-Camera at 8:40pm in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees
- Labour relations or employee negotiations
- The receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose

Carried

Res. #7: Moved by G. Muir, seconded by C. Todesco  
Be it resolved that Council come out of In-Camera at 10:00pm.

Carried

### CORRESPONDENCE

The Mayor reviewed the correspondence with Council.

Council received a letter from the Ministry of Municipal Affairs regarding the Protecting Tenants and Strengthening Community Housing Act.

Council received correspondence from the Ministry of Natural Resources regarding the Draft Management Plan Review.

No other business arose from the correspondence.



**REPORTS OF OFFICERS****Chief Administrative Officer**

The CAO reviewed his written report with Council.

The conversion to the new Munisoft accounting system is ongoing as they are uploading the data from the old system to the new system. The new system should be completed and running by the New Year. Councillor Todesco asked what kind of information would be received from this new system, the CAO replied that reports with better understanding of the revenues and expenses will be received. He mentioned that staff can easily read the current reports, although the average individual may not be able to.

Options for leasing a street sweeper are being weighed as the CAO discusses options with other close communities.

The Animal Control position was advertised and an applicant was chosen, although the successful applicant pulled out of the position.

The Municipal Office is set to fully open as of September 1<sup>st</sup>.

Payment vouchers were submitted for approval.

**Co-Public Works Superintendents**

Co-Public Works Superintendent Westerman reviewed both Public Works reports with Council.

Co-PWS Sarrasin had put together some different options for Council in his report regarding the operations of the Marina Kiosk after August 28<sup>th</sup>. The 2 current students working the Kiosk will not be available after that period, therefore keeping the Kiosk open will depend on the route Council decides to take.

Vallard Construction has been using the Municipal Landfill Roadway for access to their work area. In doing so, the road had been deteriorated slightly. Vallard has graded and added gravel to the road.

The Landfill shed had been broken into over the August Long Weekend. Shortly after, one of the trail cameras mounted around the shed was stolen. Both instances have been reported to the OPP.

Co-PWS Sarrasin had put together the costing associated with the curb cutting service through the Public Works Department. The department has 5 homeowners who requested the curb cutting service. The Township currently charges a \$150 flat rate for the curb cutting service, although it costs the Township \$440 to do the work. Council agreed that the service was not feasible, and directed administration to remove it from the Fee Schedule. Furthermore, anyone wishing to enlarge their driveway must contract the service out, but not before having a consultation with the Public Works Department.

Staff operators completed a walkthrough of the new Waste Water Treatment Plant. The CAO is to get in contact with the Project Manager of the WWTP to go over the current equipment installation.

**Community Development Officer**

The Community Development Officer reviewed her written report with Council.

The FedNor and NOHFC joint application for the Community Strategic Plan and Community Profile is currently ongoing. Phase 1 had been approved by FedNor and Phase 2 has been submitted to both FedNor and NOHFC. The Township's contribution to this application would be 5%, which turns out to be less than \$5,000.

The FedNor and NOHFC application for the RV Park grant is ongoing. The Township's contribution for this grant would be 10%, or \$5,000.

The Virtual Paju Mountain Run was held over the second weekend in August. A total of 9 participants submitted their times.



**REPORTS OF COMMITTEES**

None

**UNFINISHED BUSINESS**

Council discussed the possibility of a Citizens of Patrol Group with Staff Sergeant Pettigrew after his report.

**NEW BUSINESS**

Council approved the advertisement of 2 new positions for the Township, a Director of Operations and a Director of Corporate Services.

Council decided to wait until the results from the current survey by SAGE Analytics are in before making any decisions regarding the Recreation Centre this year. Councillor Robinson stated that the likeliness of the Rec Centre operating the arena ice this year was not high.

Council appointed 4 new members to the Environmental Committee.

Councillor Todesco expressed his concern with the way the survey by SAGE Analytics was written. He mentioned that he is not impressed with the way the survey seems slanted to the readers. The CAO suggested that Councillor Todesco contact Shari-Anne at SAGE Analytics and express his concerns to her.

**IN-CAMERA**

Council went In-Camera at 8:40pm and came out at 10:00pm.

**REPORT FROM IN-CAMERA**

The CAO removed himself from Council Chambers half way through the session as he declared a conflict of interest. Council discussed labour relations In-Camera.

Res. #8: Moved by D. Robinson, seconded by S. Park  
Be it resolved that this meeting be adjourned at 10:02pm.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/Clerk

**THE CORPORATION OF THE TOWNSHIP OF RED ROCK**

**BY-LAW 2020-1219**

**Being a By-law to set Facilities Rental Rates  
and Specified Fees and Charges for Services**

WHEREAS, Section 391 of the *Municipal Act, 2001* empowers municipalities to pass bylaws imposing fees or charges on any class of persons for,

- a) services or activities provided;
- b) costs payable for services or activities provided or done on behalf of any other municipality; and
- c) the use of its property under its control.

AND WHEREAS, the Council of the Corporation of the Township of Red Rock deems it desirable to set fees and charges for the use of municipally owned properties and for services provided within the Township of Red Rock;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RED ROCK ENACTS AS FOLLOWS:

1. That commencing on September 8, 2020 the Schedule of Fees and Charges will be as listed on Schedule "A" of the By-law, which said schedule is hereby declared to be and form part of this By-law.
2. That any By-law or By-laws inconsistent with the provisions of the By-law are hereby repealed.
3. That any Township of Red Rock Policies that contain information on Fees and Charges be properly amended
4. This Bylaw comes into force upon adoption.

Read a first and second time

this 8<sup>th</sup> day of September, 2020.

Read a third time and finally passed

this 8<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/Clerk

Township of Red Rock

Schedule 'A' to By-law 2020-1219

Fee's and Service Charges Effective September 8, 2020

2019

Services:

Charges:

Municipal Office

**Lottery Licenses**

Nevada's Raffles \$ 15.00 Box  
3% of Prize value

**Lawyers Requests**

Tax Certificates \$ 40.00  
Zoning Compliance Certificates \$ 20.00  
with survey \$ 40.00  
Work Order Certificates \$ 20.00  
Water Arrears Certificates \$ 40.00

**Cats & Dogs**

Dog License \$ 10.00  
Cat License \$ 10.00  
Replacement Tag \$ 3.00  
Seniors age 65 Free

Misc.

Photocopies \$ 0.25 /page  
Faxes \$ 1.00 /page  
Seniors (65) & toll free - no charge.  
NSF \$ 35.00 plus bank charges  
Zoning By-law Copy \$ 15.00  
Official Plan Copy \$ 15.00  
Registered Letters \$ 15.00 plus postage  
Transfer funds from one water/tax acct to another - customer request \$ 25.00

**Municipal Tax Sale Costs**

REALTAX  
Tax Arrears Registration/Final Notices \$ 600.00 1550  
Tax Arrears Extension Agreement \$ 200.00  
Public Sale of Tax Arrears Properties \$ 1,200.00 1480

**Planning Act Applications**

OMB Hearing (does not include appeals) \$ 1,500.00  
Draft Plan of Subdivision Application \$ 1,000.00  
Subdivision Agreement \$ 1,000.00  
Site Plan Agreement \$ 750.00  
Official Plan Amendments \$ 800.00  
Zoning By-law Amendments \$ 750.00  
Minor Variances/Consents \$ 100.00

Recreation

**Room Rentals**

(all plus HST)  
Arena \$ 600.00  
Gymnasium  
Dance \$ 450.00  
Beer Garden \$ 450.00  
Non Liquor Event \$ 250.00  
Gymnasium Non-Profit Volunteer No Charge  
Full Gym \$ 30.00 per hour plus HST  
Gym Lounge/Golden Club/Teen Town  
1/2 day (3 hours) \$ 50.00 plus HST  
Full Day (3- 6 hrs) \$ 70.00 plus HST  
\$ 20.00 per hour plus HST  
**\*NOTE\* If rental is outside of scheduled hours, additional charges for staff overtime will be charged**  
Gymnasium & Lounge \$ 50.00 per hour plus HST  
Non-Profit Volunteer No Charge  
(SUMMER) Arena Floor Youth Sports \$ 15.00 per hour plus HST  
Adult Sports \$ 30.00 per hour plus HST

**NOTE: All Gym & Arena Rentals with music must pay SOCAN Music Fee by law**

**Ice Rental Rates**

Minor Hockey/Figure Skating \$ 66.00 per hour plus HST  
Other leagues \$ 70.00 per hour plus HST  
Parties (includes 1 hour use of Gym Lounge) \$ 70.00 plus HST

**Ice User Fees (HST Included)**

Seasonal Children 0-12 \$ 60.00  
Students 13+ \$ 70.00  
Adults \$ 80.00  
Seniors 55+ \$ 60.00  
Family (Immediate) \$ 150.00  
Punch Cards  
10 days 25 days 50 days  
Children \$ 10.00 \$ 20.00 \$ 35.00  
Students \$ 15.00 \$ 25.00 \$ 40.00  
Adults \$ 20.00 \$ 30.00 \$ 50.00  
Seniors \$ 10.00 \$ 20.00 \$ 35.00  
Daily Fees  
Children \$ 2.00  
Students \$ 3.00  
Adults \$ 4.00  
Seniors \$ 2.00

**Fitness Room**

(HST Included)  
Per Person \$ 7.00 per day  
\$ 25.00 per week  
\$ 65.00 per month  
\$ 90.00 3 months  
\$ 130.00 6 months  
\$ 225.00 1 year



**Fitness Room Cont'd**

Seniors (age 55)/Students	\$	35.00	per month	
	\$	47.50	3 months	
	\$	67.50	6 months	
	\$	100.00	1 year	
Family	\$	130.00	per month	
	\$	180.00	3 months	
	\$	230.00	6 months	
	\$	350.00	1 year	

**NOTE: If required - After regular hours of operation, labour rates at cost**  
**NOTE: Fire Fighters receive 60% off a Per Person Membership after probationary period**

**Bowling** As outlined in Bowling Agreement with Proprietor

<b>Misc</b>	Bouncy Castles*	<b>Rental in Rec Centre Only</b>	\$	50.00	2 hours	plus HST
		additional castle	\$	25.00	2 hours	plus HST

\* includes Gymnasium Rental in price \*

**Fees for Services**

**Public Works**

**Charges**

**Water/Sewer Repairs**

Labour - per man	\$	40.00		plus HST
Labour - per man(after normal hours)	\$	60.00		plus HST
Machinery	\$	65.00	per hour	plus HST
Material		cost + 20%		plus HST

**Water Sewer Rates**

Residential	\$	45.96		45.06
Multi-Residential	\$	22.00	per unit	21.00
Commercial/Industrial	\$	96.79		94.89
Consumption	\$	2.02	cu/m	1.98
Water/sewer Split (Internal)			62/38	
Disconnect after April 1		\$35.00		
Disconnect after October 31		\$65.00		
Reconnect after April 1		\$35.00		
Reconnect after October 31		\$65.00		
Arrears		1.25%		

**Building Code**

Building Permit \$0 to \$2,500.00 value	\$	35.00		
\$2,501 - \$5,000 value	\$	45.00		
\$5,001 & over	\$	45.00	plus \$5.00 per \$1,000.00 value	
Demolition Permit	\$	40.00		
Application Deposit	\$	100.00		

**Dump Fees**

(billed HST)				
Resident 1/2 ton		no charge		
Resident over 1/2 ton	\$	20.00	per load	
Resident Curbside pick-up	\$	50.00	per load	or part
Residential Curbside clean-up (3rd notice)	\$	50.00		
Non-Resident 1/2 ton	\$	20.00	per load	
Contractor 1/2 ton	\$	20.00	per load	
Contractor Tandem Load	\$	50.00	per load	
Contractor Tri-axle	\$	80.00	per load	
Hazardous Material local (asbestos)	\$	50.00	cu/yd	plus labour costs
Hazardous material non-local (asbestos)	\$	60.00	cu/yd	plus labour costs
Bulk contaminated soil				set by CAO & PWS as needed
Septic - Residential	\$	20.00		
Septic - Non Residential	\$	30.00		
Septic - 1000gal or over	\$	40.00		

**Equipment Rentals**

All plus HST per day

Tables	\$	5.00	per table per 3 days or part	
Chairs	\$	1.00	per chair per 3 days or part	
Picnic Tables	\$	15.00	per month or part	
Curling Rocks	\$	50.00	per day per set (16)	
Old Scaffolding	\$	10.00	per level per week	
Sewer Snake - manual	\$	10.00	per day	

**Misc**

Gazebo/Platform Wedding Service	\$	100.00	per event	plus HST
Marina Park Wedding Service	\$	200.00	per event	plus HST
Food Stand Licence	\$	150.00	per calendar year	plus HST
Government/Industry Forms	\$	50.00	per form	plus HST

**Marina**

Boat Storage Outside Fence	\$	150.00	Oct 1/May 31	plus HST
Boat Storage Inside Fence	\$	300.00	Oct 1/May 31	plus HST
Plane storage	\$	300.00	Oct 1/May 31	plus HST
Boat Storage Outside Fence	\$	100.00	June 1/Sept 30	plus HST
Boat Storage Inside Fence	\$	200.00	June 1/Sept 30	plus HST
Plane storage	\$	200.00	June 1/Sept 30	plus HST
Boat Launch - Township assist	\$	85.00		plus HST
Boat Out - Township assist	\$	85.00		plus HST

Slip Fees	(plus HST)	<b>Resident</b>	<b>Non-resident</b>	
18 feet		\$ 360.00	\$ 375.00	
20 feet		\$ 390.00	\$ 405.00	
23 feet		\$ 402.00	\$ 427.00	
25 feet		\$ 440.00	\$ 462.00	
27 feet		\$ 450.00	\$ 475.00	
30 feet		\$ 475.00	\$ 495.00	
33 feet		\$ 495.00	\$ 515.00	
36 feet		\$ 525.00	\$ 546.00	
37 feet and over		\$ 18.00	\$ 19.00	per foot
Inside tee slip A, B & C		min \$540	min \$562	
Outside tee slip A, B & C		\$ 17.00	\$ 20.00	per foot
		min \$540	min \$562.00	
Deposit			20%	
Key Deposit		\$ 50.00		

**Marina cont'd**

Monthly docking      Seasonal Fee/3 plus \$25.00  
 Overnight docking    Resident = length X \$.80  
                                  Non-Resident = length X \$.85

Launching	Season	\$	40.00	\$	60.00
	Daily	\$	6.00	\$	8.00
	Boat Pumpout	\$	25.00		
	Trailer pumpout	\$	5.00		
	Power Receptacles	\$	14.00	per day	
		\$	185.00	per month	
		\$	475.00	per season	
	(Power off September 30th)				

**Fees for Services**

Camping			\$30.00 per night		
			\$170.00 per week		
			\$600.00 per month		
Showers			\$4.00		
Marina Bulding Rental	Conference Room - with no equipment		\$100.00 morning	4hrs + HST	
			\$100.00 afternoon	4hrs + HST	
			\$100.00 evening	4hrs + HST	
	Conference Room - Equipment per period plus open early/late labour tee		\$100.00	4hrs + HST	
			\$30.00 hr	plus HST	
Restaurant space	1/2 day (3 hours)		\$50.00	plus HST	
	Full day (3-6 hours)		\$70.00	plus HST	
			\$20.00 per hour	plus HST	

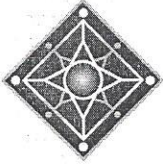
**Fire Department**

Fire Inspection (owner Request)	\$	100.00	plus HST
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**NOTE - HST Included in Rates unless otherwise noted.**

**Internal Charges - not for rent to public plus hst**

GMC Sierra 1/2	\$	15.00	per hour
Ford Ranger	\$	15.00	
F 550 Sand Truck	\$	20.00	
Caterpillar Grader	\$	70.00	
JD 310 Backhoe	\$	60.00	
Ford L8000 6 Ton	\$	60.00	
Ford Flat Deck	\$	20.00	
Bobcat	\$	50.00	
Ford 4x4 crew cab	\$	20.00	
Chainsaw	\$	10.00	
Push Mower	\$	10.00	
OxyAcetylene Tanks	\$	40.00	
Arc Welder	\$	10.00	
Plate Tamper,	\$	20.00	
Riding Mower	\$	15.00	
Riding Mower	\$	15.00	
Generator, 5000 watt	\$	10.00	
Atlas Copco Compressor	\$	30.00	
Air Powered Jackhammer	\$	10.00	
Concrete Mixer, gas powered	\$	10.00	
Water Pump	\$	10.00	
Sewer Snake, electric	\$	10.00	
Magikist Thawer	\$	10.00	
Weed Eater	\$	10.00	
Steam Generator	\$	30.00	
Air Powered Saw	\$	10.00	
Hilti Hammer Drill	\$	10.00	
Misc. Small Power Tools	\$	5.00	



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

Our File No.: SSC-20

June 25, 2020

Dear Stakeholder:

**RE: The District of Thunder Bay Social Services Administration Board's 2019 Annual Report**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) publicly released its 2019 Annual Report on June 15, 2020. The report outlines the work and activities of the TBDSSAB staff during the reporting period of January 1, 2019 to December 31, 2019.

The report includes a high-level statistical overview of the TBDSSAB core services of Ontario Works, Community Housing and Child Care & Early Years as well as other complementary programs, services and activities. The 2019 TBDSSAB Annual Report highlights:

- Community Support and Engaging Indigenous Culture – TBDSSAB signed a Memorandum of Understanding (MOU) with the Nishnawbe Aski Nation in 2019;
- Child Care & Early Year Programs - TBDSSAB moved forward with implementing a pedagogist model in Child Care and Early Years programs, where staff will work with child care centre operators to support educators in their understanding of how early learning takes place and foster high quality early years programs;
- Housing & Homelessness Programs - TBDSSAB hosted the Canada/Ontario announcement of \$14.4 million to create more community housing in Northwestern Ontario;
- Social Assistance Programs – TBDSSAB implemented a new Verification Interview process and a new Intake Screening Station to provide a more effective and efficient process, and a better customer service experience for Ontario Works applicants.

TBDSSAB's 2019 Annual Report can be found on the [TBDSSAB website](#).





**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

Sincerely,

*William Bradica*

William (Bill) Bradica,  
Chief Administrative Officer

WB/kld

RECEIVED  
AUG 20 2020

Ministry of Natural Resources  
and Forestry

Ministère des Richesses naturelles  
et des Forêts

Tel: 807- 475-1471  
Fax: 807- 475-1527

TOWNSHIP OF  
RED ROCK

August 14, 2020

Subject: Review of Draft Forest Management Plan Black Spruce 2021-2031 Forest Management Plan

The Ontario **Ministry of Natural Resources and Forestry (MNR)**, **Resolute Forest Products Canada Inc.** and the **Black Spruce Forest Local Citizens' Committee (LCC)** invite you to review and comment on the 2021–2031 Draft Forest Management Plan (FMP) for the **Black Spruce Forest**.

### The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public consultation and First Nation and Métis community involvement and consultation are provided. The third opportunity (Stage Three) for this FMP occurred on March 10, 2020 when the public was invited to review and comment on proposed operations for the ten-year period of the FMP. This 'Stage Four' notice is to invite you to:

- review and comment on the draft FMP; and
- contribute to the background information.

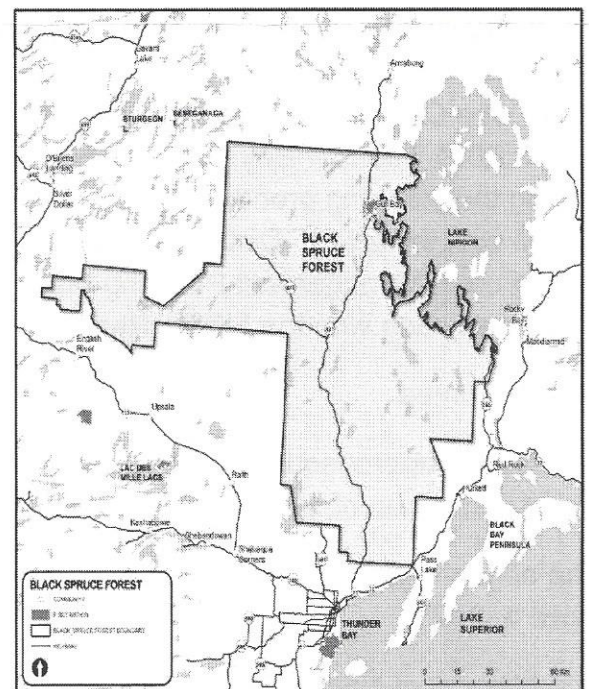
Comments from the public will be considered in revisions to the draft FMP.

### How to Get Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit the following link: <https://www.ontario.ca/document/participate-forestmanagement-ontario/how-get-involved-forest-management>. The Draft FMP and the Draft FMP summary will be available electronically on the Ontario government website at [www.ontario.ca/forestplans](http://www.ontario.ca/forestplans) and can be made available by contacting the Resolute Forest Products Canada Inc., contact listed below, during normal office hours for a period of 60 days: **September 14, 2020 to November 13, 2020**.

Comments on the draft FMP for the Black Spruce Forest must be received by Scott Galloway of the planning team, by **November 13, 2020**.

In addition to the most current versions of the information and maps which were previously available, the following information can be obtained electronically on the Ontario government website ([www.ontario.ca/forestplans](http://www.ontario.ca/forestplans)) to assist you in your review:





- Draft FMP, including supplementary documentation;
- Draft FMP summary;
- MNRF's preliminary list of required alterations.

The Information Forum related to the review of Draft Forest Management Plan will be held via individual or group remote meetings which may be arranged by calling the individuals listed below during the review period. Remote meetings with representatives of the planning team and the LCC can be also requested at any time during the planning process. Reasonable opportunities to remotely meet planning team members during non-business hours will be provided upon request. If you require more information or wish to discuss your interests with a planning team member, please contact one of the individuals listed below:

- Scott Galloway MNRF Thunder Bay District 435 James Street South, Suite B001 Thunder Bay, ON P7E 6S7. tel: 807-473-3073, e-mail: [scott.galloway@ontario.ca](mailto:scott.galloway@ontario.ca)
- Niall Scarr, R.P.F. Resolute FP Canada Inc. 2001 Neebing Avenue Thunder Bay, ON P7E 6S3. tel: 807-473-2843, e-mail: [niall.scarr@resolutefp.com](mailto:niall.scarr@resolutefp.com)
- Jim Cassan LCC Representative Thunder Bay District Office 435 James Street South, Suite B001 Thunder Bay, ON P7E 6S7 tel: 807-475-1471

During the planning process there is an opportunity to make a written request to seek resolution of issues with the MNRF District Manager or the Regional Director using a process described in the 2020 Forest Management Planning Manual (Part A, Section 2.4.1). The last possible date to seek issue resolution with the MNRF Regional Director is **November 30, 2020**.

### **Stay Involved**

The MNRF-approved FMP will be available for inspection for the 10-year duration of the FMP Stage Five - Inspection of the MNRF-approved FMP which is tentatively scheduled for **February 19, 2021**.

The approval date of the FMP is tentatively scheduled for **March 20, 2021 with implementation on April 1, 2021**.

The Ministry of Natural Resources and Forestry (MNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the Crown Forest Sustainability Act, 1994. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between MNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the MNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Alyson Dupuis at 807-475-1512.

Sincerely,



Leona Tarini,  
A/ District Manager  
Thunder Bay District





## **Chief Administrative Officer Report**

**Period: August 15 to Sept 8, 2020**

### **ACTION FROM PREVIOUS MINUTES:**

#### **GENERAL INFORMATION**

- a) Discussed with Northern Planning and residential developer the status of our OP, ZB Sept 2, 2020. No correspondence received against the proposed site-specific Official Plan and Zoning By-law amendment. Next step is to advise the applicable agencies and residents of a public meeting to review the proposal. This Public meeting will be conducted in early October 2020. Final subdivision plan approval by spring 2021 and construction thereafter.
- b) Working with legal on mill properties in relation to re-assessment and revised outstanding taxes. Estimate is 1.5 million outstanding. Still to confirm.
- c) The cost to survey the Water lots along from J.D. Barns along the shoreline is estimated around \$45,000.00 This will need to occur before 2025 or the property will revert back to present owner.
- d) Councils meeting with the six Provincial Ministers along with staff representatives during the AMO virtual conference was successful. The Township concerns and initiatives going forward was well received.
- e) The lunch meeting that was established with Red Rock Indian Band went very well and the strategy meeting on future initiatives will be explored by the Lake Helen Reserve. Over all it was a success.
- f) Working with Cascade Container Board PGK on transfer of properties to the Township. Process is going well. We have reached out to them again as we have not heard anything to date>
- g) Had a telephone conversation with Ministry of Environment about the mill property. From my understanding the federal Department of Environment issued some orders in 2019. They would not provide any more detail. On the Provincial end the spoke person stated that only verbal compliance orders were issued by the province. Although we are told all documentation requested is in the Privacy Commissioners Office for review and release the Township and legal counsel has

not been successful in retrieving the information. Technically the owner is required to provide permission to release. Not sure if that has occurred. Not getting much support from either level of Government. Have requested Red Rock Indian band to assist us going forward.

- h) Exploring partnerships for Red Rock development related to future Tourism strategies for the community. We have had a private conversation with a potential silent investor and recent visit and meeting. (ongoing)
- i) Working and assisting Allan Jones Professional Corporation on the severance of the PAJU estate. We have reviewed their plans and submitted our findings. We require some clarity on a few areas. Spoke with Mr. Jones and we should be receiving something shortly.
- j) Exploring options of a street sweeper for the community, and dialogue with other proximity communities. Up-date possible lease for a couple of weeks.
- k) Have to re-advertised for an Animal Control Officer. The successful applicant decided he did not want the position.
- l) Still working with OCWA in relation to costing of Water/Wastewater chemicals supplies, insurance, testing etc.
- m) The Township will be arranging a joint meeting with Infrastructure Canada (INFC) and OMAFRA on funding of a new SCADA proposal for the Water Treatment plant. On going but just waiting to here from HATCH & OCWA.
- n) Have requested from OCWA Project Manager and HATCH Engineering Consultant the level status of this new wastewater facility. Still working on this but what the review that has come back depending how you measure this could be considered a level two. Still need to finalize and confirm with appropriate parties and agencies.
- o) New Solar lights for entrance sign have been installed and they provide good light for the evening.
- p) Municipal Building has opened Tuesday Sept 1, 2020 with COVID-19 protocols established for general public and staff. No issues at this time but we will monitor.
- q) The Sage Community Survey was completed on schedule August 25, 2020. We mailed the paper copies back to Sage which they received. This will assist them towards the completion of the Corporate Work/Place review and provide good community feedback. We thank all participants.

- r) Had meeting with Limestone in relation to our Pro Bono Tourism Strategy for the community and regional partners. Progress is going well, and additional agencies have been requested to participate. Have a meeting scheduled later this week with the committee members established and a formal presentation by Limestone at the next Council meeting in Sept.
- s) Working with PSD on our Phase Two and Three Asset Management Plan (AMP) application for funding through FCM. Received notification from FCM hat our application is 292 on the list. They are reviewing in batches. There are reviewing 30-90 at this time. So hopefully we will hear something by years end.

***"Things do not happen. Things are made to happen."***

*John F. Kennedy*

Respectfully,

Albert Headrick  
CAO/Clerk





# Township of Red Rock

## Community Development Office

42 Salls Street  
Red Rock ON P0T 2P0  
cdo@redrocktownship.com  
(807) 886-2704

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### September 8, 2020 - Community Development Officer Report

#### 1) Projects and Grants

- a) Enabling Accessibility Fund - Small projects component – for accessible power doors into the municipal building and office. 100% funding with up to 20% contingency the responsibility of the Township. Application Submitted – currently under review.
- b) An application for the Infrastructure Canada Grant for Rehabilitation and Renovations to the Recreation Centre has been submitted. – Being Reviewed
- c) Red Rock Mountain Trail and Nipigon River Recreation Trail directional entrance signage for Hwy 628. Permit received for Nipigon River Recreation Trail, signs ordered, installation to take place once both signs have permits.
- d) The Green Infrastructure Grant for Water and Wastewater - Under Review.
- e) Rural Economic Development Partnership with Nipigon, LNWDA etc, regarding Nipigon River Trail Improvements. Continued work on infrastructure components and trail improvements.
- f) Trans Canada Trail Spring Cleanup program for brushing of the Red Rock Mountain Trail. Final report submitted.
- g) FedNor and NOHFC application joint application for Community Strategic Plan and Community Profile – 45%/45%/10% (FedNor \$31,725; NOHFC \$31,725; Township of Red Rock \$7,050 plus any cost overruns). Tangible document needed for future projects and investors. Phase 1 approval from FedNor and currently working on Phase 2. Phase 2 applications submitted to both FedNor and NOHFC, just waiting on supplemental documentation to complete the application process before it proceeds to the next review stage.

#### Resolutions:

Approve the submission of an application to NOHFC for the hiring of a consultant to develop a 10 year Community Strategic Plan and Community Profile for the amount of

\$31,525. The Corporation of the Township of Red Rock will be responsible for 5% of project costs in the amount to \$7,050 and any cost overruns, conditional on approval from all funding partners.

Approve the submission of an application to FedNor for the hiring of a consultant to develop a 10 year Community Strategic Plan and Community Profile for the amount of \$31,525. The Corporation of the Township of Red Rock will be responsible for 5% of project costs in the amount to \$7,050 and any cost overruns, conditional on approval from all funding partners.

- h) FedNor and NOHFC application of RV Park and Campground Business Assessment Study – 45%/45%/10% ( \$22,500/ \$22,500/ \$5,000) - will determine feasibility/sustainability, best operations model (municipally owned and operated/ municipally owned but managed by a private company/ fully privately owned) etc. based on 2019 Hatch construction study and current tourism demographics, trends and regional infrastructure needs – required document for funding. FedNor Phase 1 submitted. NOHFC Phase 1 approved, working on Phase 2 application and gathering supplemental documentation.

#### Resolutions:

Approve the submission of an application to NOHFC for the hiring of a consultant to develop a RV Campground Business Development Assessment Study in the amount of \$22,500 of the \$50,000 project cost. The Corporation of the Township of Red Rock will be responsible for 10% of project costs, or \$5,000 and any cost overruns, conditional on approval from all funding partners.

Approve the submission of an application to FedNor for the hiring of a consultant to develop a RV Campground Business Development Assessment Study in the amount of \$22,500 of the \$50,000 project cost. The Corporation of the Township of Red Rock will be responsible for 10% of project costs, or \$5,000 and any cost overruns, conditional on approval from all funding partners.

- i) Community projects and grants:
  - i) Western Nipigon Bay Lake Trout Restocking Initiative
- j) Looking into broadband opportunities, and getting the infrastructure into the town to support the tech industry and people being able to work from home in the tech industry. (CENGN – Community Expressions of interest – no financial requirement for the community. The selected community will work with the selected company on the project. Expressions of Interest due of August 21, 2020)
  - i. Application submitted – response expected by September 18, 2020.
- k) All Season Tourism Strategy – draft strategy completed, working with Limestone Partners on the action items of the strategy.

- l) Submitted Canada Summer Jobs report for summer students; still waiting for the province to generate their reporting template for the Summer Experience Program.



**TOWNSHIP OF RED ROCK  
COUNCIL POLICY**

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Section	Subject	
A-14	<b>Anti-Harassment Policy</b>	APPROVED: Day Month Year  Res.:#

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**ANTI-HARASSMENT POLICY**

**OUR COMMITMENT**

At the Township of Red Rock, we are committed to providing a safe and respectful work environment for all staff and customers. No one, whether a manager, an employee, a contractor, or a member of the public, has to put up with harassment at the Township of Red Rock, for any reason, at any time. No one has the right to harass anyone else, at work or in any situation related to employment. This policy is one step toward ensuring that our workplace is a comfortable place for all of us.

**HARASSMENT IS AGAINST THE LAW**

The *Ontario Human Rights Code* and *Ontario's Occupational Health and Safety Act* protects us from workplace harassment including personal harassment, sexual harassment, and harassment based on any one of the sixteen prohibited grounds. The *Criminal Code* protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, to do something about it.

**RESPONSIBILITIES**

**Employees' responsibilities**

All employees have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All employees have a responsibility to report harassment to the appropriate person. All employees are responsible for respecting the confidentiality of anyone involved in a harassment complaint.

**Supervisor's responsibilities**

Each manager and supervisor are responsible for fostering a safe working environment, free of harassment. Managers must set an example for appropriate workplace behavior and must deal with situations of harassment immediately on becoming aware of them, whether or not there has been a complaint. Courts may impose penalties on the employer

and the manager, even if neither of them was actually involved in or aware of the harassment but should have known about it. A manager that did nothing to prevent harassment or to mitigate its effects may find her or himself facing financial and legal consequences.

### **Employer's responsibilities**

As an employer, the Township of Red Rock also has a responsibility to be aware of what is happening in the workplace. The Mayor and Council promise to take all incidents of harassment seriously, to act on all complaints, and to ensure that they are resolved quickly, confidentially, and fairly. Anyone who has harassed a person or group of people or who retaliates in any way against anyone who has complained of harassment, given evidence in harassment investigations, or been found guilty of harassment, will be disciplined based on severity. Supervisors who do not act properly to end harassment will also be disciplined. The Township of Red Rock will not tolerate harassment in the workplace.

## **DEFINITIONS**

### **What is workplace harassment?**

Workplace Harassment is *engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome*. It may include unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include words or behaviours that intimidate or isolate the targeted individual(s).

This definition includes ALL harassment, whether for personal reasons (also known as 'bullying') protected by Ontario's Occupational Health & Safety Act or because of one of the Ontario Human Rights Code's sixteen (16) prohibited grounds in employment: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, visible or not-visible disability, age, marital status, family status, and record of offenses for which a pardon has been granted.

*Examples of workplace harassment* include, but are not limited to:

- Jokes, cartoons, or gestures based on one of the prohibited grounds
- Persistent teasing or unwanted nicknames based on a prohibited ground
- Derogatory comments about a person's race, color, religion, or sexual orientation
- Mimicking a person's accent, limp or stutter
- Spreading malicious rumours, gossip, or innuendo
- Excluding or isolating someone socially
- Yelling or using profanity
- Tampering with a person's personal belongings or work equipment
- Criticizing a person persistently or constantly



- Constantly changing work guidelines
- Establishing impossible deadlines that will set up the individual to fail

### **What is sexual harassment?**

Sexual harassment is *engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a solicitation or advance when the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

**Examples of sexual harassment** include, but are not limited to:

- Questions or discussions about a person's sex life
- Touching a person in a sexual way
- Commenting on someone's sexual attractiveness or sexual unattractiveness
- Persisting in asking for a date after having been refused
- Requests for sexual favors, often conditional
- Displaying cartoons or posters of a sexual nature
- Writing sexually suggestive letters or notes

### **What isn't harassment?**

Romantic relationships or consensual banter that is not based on one of the prohibited grounds is not harassment. Appropriate performance management, reviews, counselling, task assignment, or discipline by a supervisor or manager also is not harassment.

### **Where can harassment happen?**

Work-related harassment can take place in the workplace itself, or outside of the workplace in a situation that is in some way connected to work. For example, employees must be protected from harassment during delivery trips, off-site meetings, business trips, and any other event or place related to employment or where the employee is present because of their employment with the Township.

## **COMPLAINT PROCEDURES**

### **Speak up**

If you believe you are being harassed, speak up right away. To the extent you're comfortable, tell the person that you are not comfortable with their behavior, and want it to stop. Usually, that will be all you need to do. You can speak to them directly or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.



**Keep notes**

Record all unwelcome or harassing behavior. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment.

**Report it**

If the harassing behavior occurs again, or if you are unable to deal directly with the person harassing you, report it to the person designated to receive complaints using the *Workplace Violence & Harassment Reporting Form* (see *Appendix A*). At the Township of Red Rock, the designated harassment prevention person is the CAO. If the CAO is involved, submit the complaint to the Council member who holds the HR portfolio. And if that Councilor is involved, submit the complaint directly to the Mayor.

If for some reason you are unable to report harassment to someone at the Township of Red Rock, you may be able to go to your union, the police (for a case of sexual or physical assault), a lawyer, the Human Rights Tribunal of Ontario, or the Ministry of Labour.

Once a person reports harassment, the designated harassment prevention person will conduct an investigation appropriate in the circumstance.

**Informal procedures**

You may want to proceed informally at first. This means you can ask the designated person to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

**Mediation**

It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the Complainant and alleged harasser agree, that person will attempt to help the parties settle the complaint. If no one is available, the designated person may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint and should not be asked to represent the company at any stage of any proceedings related to the complaint.

Either party has the right, however, to refuse mediation. Each party must decide if mediation is appropriate for them. No one should feel pressured into it or feel that they are at a disadvantage or are vulnerable because of their age, sex, race, color, religion, sexual orientation, economic position, or for any other reason. If someone suggests mediation but the other party is uncomfortable with it, they can say so, and it will not be part of the complaint process.

### **Formal Investigation**

If the allegations warrant it, a formal investigation will be conducted, either by a specially trained person from within the organization or an external, third party Consultant. This person will investigate the complaint thoroughly. He or she will interview the Complainant, the alleged harasser, and any witnesses. All employees have a responsibility to co-operate and participate, when asked, in the investigation.

Both the Complainant and the Respondent have the right to be accompanied by someone with whom they feel comfortable during any interviews or meetings.

An investigation will involve:

- getting all pertinent information from the Complainant;
- informing the alleged harasser, the Respondent, of the details of the complaint, and getting her or his response;
- interviewing any relevant witnesses;
- deciding whether, on a balance of probabilities, the harassment did take place; and
- recommending appropriate remedies, penalties, or other restorative action

### **Substantiated complaints**

Once the investigation is complete, the Investigator will report, in writing, his or her findings to the Mayor, ideally within a week of completing the investigation. If the complaint is substantiated, the Investigator will recommend appropriate remedies and disciplinary action, and any other necessary post-investigation restorative actions. The Mayor and Council will decide what action to take and will inform both parties of their decision, in writing, within ten (10) calendar days of the decision being made.

### **Remedies for the victim**

Remedies for a person who has been harassed may include any of the following, depending on the nature and severity of the harassment:

- a verbal or written apology from the harasser;
- recovery of any lost wages;
- a job or promotion that was denied;
- compensation for any lost employment benefits, such as sick leave; and/or
- a commitment that he or she will not be transferred unless he or she chooses to move.

### **Corrective action for harassers**

Corrective action for harassers may include any of the following, depending on the nature and severity of the harassment:

- a verbal or written reprimand;
- a suspension without pay;
- a transfer;



- a demotion; or
- termination

Harassers may also be obligated to attend sensitivity and/or harassment training.

### **Unsubstantiated complaints**

If there is not enough evidence to support an allegation of harassment, the Investigator will not recommend any penalties but may recommend steps to mitigate harassment from happening and/or activities to restore the workplace following an investigation.

### **Complaints made in bad faith**

In the rare event that the complaint was made in bad faith, that is deliberately, maliciously, and/or frivolously filed knowing it had absolutely no basis, the Complainant will be subject to the same penalties as a harasser. The person unjustly accused of harassment will have her or his reputation restored and will be given the benefit of any necessary remedies that would be given in a case of harassment.

### **Retaliation / Reprisal**

Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to the same penalties as a harasser.

### **Confidentiality**

The Township of Red Rock will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. It encourages employees and supervisors to respect confidentiality in the same way.

### **Timeframes**

Managers have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints will be resolved as quickly as possible, ideally within one month of being made.

Complainants should be aware that there is a one-year time limit for filing a complaint with the Human Rights Tribunal of Ontario.

### **Union grievances**

Union grievance procedures may be an option in certain cases of harassment. Employees who belong to a bargaining unit are encouraged to speak to their union representative for more information about filing a grievance.

### **Criminal code allegations**

If the harassment involves physical or sexual assault which are criminal offences, the police are the appropriate party to investigate.



**Policy review**

The Township will make changes to this policy as necessary and will review it regularly, at least annually.

**Record keeping**

Following an investigation, records including a copy of the complaint or details about the incident, a record of the investigation including notes, a copy of the investigation report, a summary of the results of the investigation that was provided to the Complainant and Respondent, and a copy of any corrective action taken will be stored in a separate location from employee files with extremely limited access and will be kept for a minimum of one year.

**Training**

All employees shall be given instruction on this policy and educated on what workplace harassment is, how to report it, and how it will be investigated.

Appendix A:

**TOWNSHIP OF RED ROCK**

**WORKPLACE VIOLENCE AND HARASSMENT  
INCIDENT REPORTING FORM**

**Identification**

Name of Complainant: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please check all that apply to you:

Victim

Witness

Supervisor

Other (please Specify) \_\_\_\_\_

Date(s) of Alleged Incident(s): \_\_\_\_\_

Name(s) of Alleged Perpetrator(s): \_\_\_\_\_

Name(s) of Alleged Victim(s)\*: \_\_\_\_\_

*\* If different from the complainant*

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**Description of Incident**

Type of incident(s) (Check all that apply):

Workplace Violence

Personal Harassment/Bullying

Sexual Harassment

Code-Based Harassment

Please specify: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Location(s) of alleged incident(s): \_\_\_\_\_

Was medical attention required as a result of the alleged incident(s)?

Yes

No

If yes, please provide details, if known: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were the police or other law enforcement authorities contacted?

Yes

No

Please provide a description of the incident(s) in question: \_\_\_\_\_

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*(attach a separate sheet, if necessary)*

Please provide the names and contact information, if known, of any additional witnesses:

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Additional Comments:

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**Signatures:**

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

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**Action taken: (for Township use only)**

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